

Job Description  
*Missouri State Highway Patrol*

Class Title: Automotive Technician I

Title Code: V00611

Effective Date: 02/12/94

Date Reviewed: 01/12/06 LR

Date Revised: 01/12/06

**Immediate Supervisor:** As assigned

**Position Supervised:** None

**FLSA Classification:** Non-exempt

**Working Hours:** An employee in this position works an eight-hour shift as directed by the division director; however, working hours are subject to change at the discretion of the commanding authority.

POSITION SUMMARY

This is an entry-level position where the employee performs general repair and maintenance on patrol vehicles. Duties also include cleaning and maintaining the work area as well as ordering and picking up parts and supplies. Work is performed under general supervision.

DESCRIPTION OF DUTIES PERFORMED

(Any one position may not include all of the duties listed nor do the listed examples include all the tasks which may be found in positions of this class.)

Performs basic diagnosis and repair of automotive electrical systems including starting, charging and lighting systems.

Performs basic diagnosis and repair of automotive fuel systems including fuel lines, pumps, tanks and injection systems.

Performs basic diagnosis and repair of automotive cooling systems.

Diagnoses and repairs automotive steering, suspension and braking systems.

Performs basic diagnosis and repair of automotive power train electronic control systems.

Performs minor power train repairs to engines, transmissions and drive axles.

Performs basic automotive exhaust system repairs.

Performs minor body repairs and replacement to automotive body parts including replacement of bumpers, door latches and handles, door glass, window regulators, mirrors, trim, etc.

Performs adjustments to automotive body parts to ensure proper alignment and operation.

Mounts, balances, and repairs tires.

Performs preventative maintenance on Patrol vehicles.

Performs Missouri Motor Vehicle Inspections.

Maintains and installs emergency lighting and sirens.

Fabricates brackets and other small parts necessary for the installation of emergency lighting and sirens.

Transports patrol vehicles to and from dealerships; drives serviced vehicles to ensure they are operating properly.

Picks up, delivers and unloads parts or supplies.

Prepares appropriate paperwork documenting any maintenance or repairs.

Performs other related duties as assigned.

#### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the standard practices, methods, tools and equipment of the automotive mechanic trade.

Knowledge of automotive systems including but not limited to steering, suspension, brakes, engines, transmissions, drive axles, fuel, cooling, electrical, and engine and body control systems.

Knowledge of the occupational hazards and standard safety precautions of the automotive technician trade.

Skill in the use of tools and in operating equipment, including computer diagnostic equipment, utilized in the automotive technician trade.

Skill in the diagnosis and repair of minor defects in motor equipment.

Skill in performing minor welding tasks using oxy-acetylene and electric arc welding equipment.

Ability to operate personal computer to generate work orders and maintain a small parts inventory.

Ability to effectively perform minor maintenance and repairs to Patrol motor equipment.

Ability to read English effectively.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

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Ability to establish and maintain effective working relations with others.

Ability to document repairs to and parts used on Patrol vehicles.

Ability to work under varying climatic conditions.

Ability to work independently with general supervision.

Ability to lift and move parts, tools and supplies associated with a garage facility.

Ability to position self and equipment necessary to repair and inspect Patrol vehicles.

Ability to test drive vehicles, as needed.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

#### MINIMUM EXPERIENCE, EDUCATION, AND TRAINING REQUIRED

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Graduation from a standard high school or possess a GED.

Successful completion of a two-year automotive mechanics course or two years of experience in a position where the primary responsibility is automotive maintenance and repair.

#### NECESSARY SPECIAL REQUIREMENTS

Possess a valid Driver's License.

Must be at least eighteen years old at the time of appointment.

Possess or obtain a Missouri Motor Vehicle Inspection Permit by the end of the probationary period.